

Spec. Code: 0420
Occ. Area: 03
Work Area: 078
Prob. Period: 6 mo.
Prom. Line: None
Effective Date: 09/30/87

ASSISTANT TO DIRECTOR OF UNIVERSITY UNION
***Assistant to Director of Student Center**

Function of Job

Under direction from a designated supervisor, to assist in directing the operations of a university union and its activities.

Characteristic Duties and Responsibilities

1. is responsible for the operation of university union facilities (such as the information desk, bowling alleys, billiard room, guest rooms, check rooms, and duplicating service)
2. is responsible for retail sales within the building, other than food service
3. is responsible for routine matters concerning the management of the building
4. makes reservations for rooms for special functions and arranges facilities for special gatherings
5. supervises the work of assigned employees
6. is responsible for the operation of the building and its functions in the absence of the Director
7. assists the social director in arranging programs sponsored by the university union
8. insofar as possible, satisfies the demands of students, faculty, alumni, and guests in the use of the building
9. is responsible for the coordination of personnel matters within the university union and for liaison with the campus personnel office
10. is responsible for public relations activities of the university union
11. performs other related duties as assigned

MINIMUM ACCEPTABLE QUALIFICATIONS

CREDENTIALS TO BE VERIFIED BY PLACEMENT OFFICER

1. (A) three years of experience in the management of a housing and conference unit
or
(B) Bachelor's degree with a major in management, personnel, marketing, or related fields
or
(C) any combination of experience and university training (in areas outlined above) that totals three years

PERSONAL ATTRIBUTES NEEDED TO UNDERTAKE JOB

none

Assistant to Director of University Union/*Assistant to Director of Student CenterEdited

**Denotes Alternate Title for Class*

